




**STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF MENTAL RETARDATION SERVICES
ANDREW JACKSON BUILDING, 15th FLOOR
500 DEADERICK STREET
NASHVILLE, TENNESSEE 37243**

July 28, 2005

MEMORANDUM

TO: Families of Individuals Receiving Personal Assistance Services

FROM: Stephen H. Norris
Deputy Commissioner 

SUBJECT: Assessing Safety in Private Homes Where Personal Assistance is Provided

The Division of Mental Retardation Services (DMRS) must ensure the health and safety of the individuals it serves. This is one of the requirements the State must meet in order to receive federal funding to augment its services.

The DMRS is assessing the health and safety conditions in the homes that it provides Personal Assistance services. The individual who provides personal assistance to your family member is required to fill out the attached checklist. All items on the checklist must be adhered to for your family member to receive Personal Assistance service.

If there are items on the checklist that aren't in compliance, you should address them immediately. You may contact the DMRS Regional Office nearest you should you require assistance.

Please know that if serious problems are not rectified, Personal Assistance services may be halted and other ways to assist your family member would need to be explored.

SHN/bdc

Attachment